



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### Communications and Events Assistant.

The Okanagan Nation Alliance (ONA) is the Tribal Council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Okanagan Nation Title and Rights. Further the ONA is charged with providing members with a forum to discuss and for positions of common concern.

As a Communication and Events Assistant you will support a broad range of communication services including events, social media and communication projects. This position reports to the Communications Lead. The Assistant is part of the Administration Department and their primary function is to support the Communications Team.

The Communication and Events Assistant will be responsible to provide support, specifically for the ONA's online platforms and implementation of events. The focus of the position is to provide continuity and capacity ensuring that Nation members are informed about all events, announcements and any other important or relevant information. Support communication team with any online needs and contribute to events by organizing and executing in a timely and professional manner.

The Communication and Events Assistant will also assist the Communications Team with development of the Internal ONA News bulletin and other communications tools.

#### Key Responsibilities:

##### Social Media and Web

1. In collaboration with Communication Team assist with the development of Social Media Strategies for annual events, projects and programs
2. Develop Social Media content based on social media plans
3. Implement social media plans and monitor social media platforms
4. Update events on the ONA website and Facebook pages
5. Complete website update work orders as requested
6. Develop event photo galleries, banners and information updates for the web.

##### Events

7. Support the development of communication materials for events including posters, letters and resource materials in collaboration with Event Planner.
8. Update templates as needed for annual events
9. Assist the Events Planner in coordinating venue plans and logistics for events.
10. Attend events when necessary to assist the Event Planner with set up, registration, photograph and clean up.
11. Contribute to the development and finalization of Event Reports

##### General

12. Provide administrative support for the Communications Lead.
13. Participate in Communication Team weekly meetings and Communication Working Group meetings.
14. Assist the Communication Team with development of the staff internal newsletter and other media tools.
15. Other duties as appropriate and required for this position.

##### Qualifications and Competencies

The position will require the following qualifications, values and competencies.

**Qualifications**

Combination of 2 years work experience and education in related field.

**Knowledge, Skills and Abilities**

1. Must have public relations skills.
2. Must understand and be willing to learn cultural protocols.
3. Working knowledge of Computer and software including MSOffice 2000 (word and excel, access, PowerPoint etc.).
4. Proficient with social media sites; Twitter, Facebook, Instagram, YouTube
5. Working knowledge of WordPress
6. Knowledge of professional office practice and conduct.
7. Excellent inter-personal skills and detail-orientated
8. Good clerical, organizational and time management skills.
9. Demonstrate excellent oral and written communication skills.
10. Ability to work under own initiative with little supervision and have strong team work ethic.
11. Experience in working with First Nation Band or other First Nation organization issues and concerns.
12. A reliable vehicle and a valid Class 5 BC Driver's License.
13. Flexible work hours/willingness to work on evenings and weekend.

**Hours:** Full time 37.5 hours per week.

**Application procedures:** Please send a current resume and covering letter to:

**David Leroux, Human Resources Manager**  
**Okanagan Nation Alliance**  
#101 – 3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Email: [dleroux@syilx.org](mailto:dleroux@syilx.org) Fax: (250) 707-0166

**COMPETITION CLOSES SEPTEMBER 4, 2020**